

# Manage Site Manager Accounts

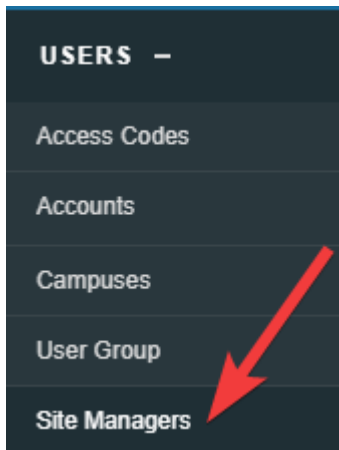


This feature is available to Site Managers.

A Site Manager account may create additional Site Manager accounts in the system. Every account in the system requires a unique username and password. This is important for Site Managers that may have additional account types in the system, especially for systems that use email addresses as usernames.

## Navigate to Site Managers Page

1. Log in with a Site Manager account.
2. Select Site Managers at the end of the Users menu.



## Create Site Manager Account

1. [Navigate to the Site Managers page](#) .
2. Select **Create Site Manager** from the Tools menu. If you cannot see the menu, show the [Tool Panel](#) .

3. Enter the first name, last name, username, password, and password confirmation.

4. **Save.**

## Disable Site Manager Account

It is important to disable a Site Manager's account when the account is no longer required (e.g., an employee has quit or the user no longer needs Site Manager level permissions).

1. [Navigate to the Site Managers page](#) .
2. Select Edit to the right of a Site Manager account.
3. Use the Status drop-down to change the status to Disabled.
4. **Save.**